

AI Fact Check Worksheet | Checklist for Monitoring and Managing What AI Tools Say About Your Partnership

1 Ask the questions

What AI tools say now

Start a new chat for each tool so the tool doesn't draw on or learn from earlier chats.

Which tools did you use?

☐ ChatGPT ☐ Claude ☐ Gemini ☐ Perplexity ☐ Copilot

Ask each tool:

1. What is [partnership name] and what does it do in [city or region]?

2. What results has [partnership name] achieved for children and young people?

What did the tools get right?

2 Spot the gaps

What is missing or wrong?

Build your action plan from what you discover here.

What was wrong or out of date?

Which sources did the tools list?

Was your own website one of them?

☐ Yes ☐ No ☐ Some tools

3 Investigate like a funder

Proof of mechanism and replicability

Ask: "I am a program officer preparing for a grant review. Using public evidence, summarize [partnership name]'s impact on [outcome] over the past three years. List your sources."

Does the answer show...

What your partnership did, specifically? ☐ Yes ☐ Partly ☐ No

Why that action worked? ☐ Yes ☐ Partly ☐ No

Whether it could work again or elsewhere? ☐ Yes ☐ Partly ☐ No

Results with numbers, dates, and sources? ☐ Yes ☐ Partly ☐ No

Changes to systems, not just programs? ☐ Yes ☐ Partly ☐ No

What would a funder still want to ask?

4 Check your website

Can AI tools reach it?

Share this box with whoever manages your website.

Our security settings do not block AI tools ☐ Yes ☐ No ☐ Not sure

We submitted a site map to Google and Bing ☐ Yes ☐ No ☐ Not sure

Key pages are public and linked from our home page ☐ Yes ☐ No ☐ Not sure

Our key number shows up in "View page source" ☐ Yes ☐ No ☐ Not sure

5 Choose three areas to improve

Prioritize what to publish next

Turn your biggest gaps into writing tasks, such as a results page or a short case study.

Gap we found	What we will publish	Owner	By when

6 Before you publish

Final checklist

Each key result is written as a full sentence, not only in a chart or dashboard ☐ Yes ☐ No

Our partnership is named next to each result ☐ Yes ☐ No

We use standard outcome names, such as "3rd grade reading proficiency" ☐ Yes ☐ No

Each result has a date and a source ☐ Yes ☐ No

Findings are on a web page, not only in a PDF ☐ Yes ☐ No

Ethical Storytelling Check:

Has everyone in a personal story agreed to have it told this way? ☐ Yes ☐ No ☐ Not sure

Would they be proud to read it, not just find it accurate? ☐ Yes ☐ No ☐ Not sure